

**MIDDLESEX COUNTY RETIREMENT SYSTEM
POSITION DESCRIPTION**

Position Title: Facilities Coordinator

Date: April 2019

Reports To: Chief Administrative Officer

FLSA: Non-Exempt

Salary Range: \$55,000 - \$70,000

GENERAL SUMMARY

Under the direction of the Chief Administrative Officer, the Facilities Coordinator is responsible for daily housekeeping of the interior and exterior of the building, HVAC operations, and general building and grounds maintenance.

ESSENTIAL JOB FUNCTIONS*

- Clean and maintain building facilities as well as grounds, including floors, ceilings, windows, lights, office furniture, fixtures, restrooms, parking lots, entryways, and walkways
- Perform minor repairs, including painting, plumbing and electrical work
- Perform routine ground maintenance activities such as lawn care, landscaping, snow removal and salting walks and steps
- Respond to tenant requests and maintain accurate log of tasks performed
- Order custodial equipment and supplies while controlling costs and maintain inventory of same
- Monitor vendor contracts and oversee activities of contractors, vendor personnel, and suppliers
- Prepare and present options and proposals for short and long range capital improvements with respect to the building and grounds
- Ensure safety of the building and grounds, including responding to emergencies as needed and informing the Chief Administrative Officer of same
- Schedule tests on all major systems periodically, including fire alarm, sprinkler, HVAC, and security
- Coordinate seasonal maintenance for building
- Adhere to Board policies and exhibit core competencies as established by the Board.

OTHER DUTIES AND RESPONSIBILITIES

- On call 24/7: scheduled hours Monday – Friday and unscheduled hours on nights and weekends as needed.

- Move files, heavy desks, and other furniture
- Assist staff with all large mailings, including operating folding machine and postage machine
- Other duties as assigned

OTHER TESTING REQUIRED

- A Criminal Offender Record Information (CORI) query is required.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Physical stamina and endurance necessary
- Ability to walk, stand, bend, squat and lift up to 50 pounds
- Ability to climb and work on ladders
- Use hands to finger, handle, or feel
- Frequently reach with hands and arms
- Specific vision abilities required by this job include close vision and ability to adjust and focus

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- High School Diploma or GED required. Certificate in facilities management or related degree a plus.
- Driver's license required.
- At least five years' experience in janitorial maintenance or related field.
- Experience driving a plow and sander preferred.
- Ability to multi-task and prioritize tasks with strong organizational skills.

SYSTEM COMPETENCIES

- **Action Oriented/Initiative** –Is action oriented for the tasks he/she sees as challenging; seizes opportunities; expresses opinions and initiates ideas; is engaged in the process and is proactive in helping others. Takes a task and completes it independently.
- **Quality/Accuracy/Detailed Oriented** – Continuously looks to improve the quality of processes and services; listens and responds to feedback and suggestions pertaining to quality; is precise and accurate and pays attention to details; double checks work before passing it on, and understands priorities can change and adjusts quickly.

- **Trust/Fosters a Positive Environment** – Builds a strong sense of confidence with others; values the opinions of others; acts with tact and diplomacy.
- **Member/Employer Orientation** – Develops strong trusting relationships with members; counsels members and employers on technical issues; addresses and acts on feedback and delivers results that meet the members' or employer' needs.
- **Communication/Listens to Understand/Conflict Management** – Pays full attention to what the other person is saying; is seen as approachable, confirms full understanding before responding; addresses conflict in an open and trusting manner; avoids assessing blame, and communicates clearly and effectively in writing and in-person.
- **Teamwork** – Works cooperatively with others, makes efforts to include others in the team; encourages all to participate in discussion, contributes to achieve a common objective; makes decisions that benefit the team and assists others when needed.
- **Integrity/Ethics and Values** – Earns others' trust and respect through consistent honesty and professionalism in all interactions.

SUBMISSION REQUIREMENTS

To apply for this position, please submit a cover letter and resume to Lisa Maloney, Esq., Chief Administrative Officer, Middlesex County Retirement System, P.O. Box 160, Billerica, MA 01865, by **2:00 p.m., Friday, May 10, 2019.**

840 CMR 1.03: Prohibition Against Certain Persons Holding Certain Positions

No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall serve or be permitted to serve:

- (1) As a member, administrator, fiduciary, officer, trustee, custodian, counsel, agent, employee or representative in any capacity of a board.
- (2) As a consultant, manager or provider of goods or services to a board.

(3) In any capacity that involves decision making authority or custody or control of the monies, funds, assets or property of any system.